

## APPENDIX G

<b>TRAINING FOR CONTRACTING OFFICER REPRESENTATIVES OR EQUIVALENT POSITIONS</b> Other Acquisition Personnel as Designated by the HCA or SPE					
<b>Level</b>	<b>Experience</b>	<b>Formal Training Subject Areas</b>	<b>Minimum OJT Competencies (Duties)</b>	<b>Minimum Training Hours</b>	<b>Maintenance Training</b>
Level I	None	Basic COR Course that includes the Federal Acquisition Process		24	16 Hours of Maintenance Training Every two Years
Level II	One year as a Level I COR, and demonstrated competence in specified duties	Completion of Level I maintenance OJT in: Preparing a Requirements Package (1) Technical Assistance (3) COR Workplan (4) Postaward Orientation (5) Monitoring Contractor Performance (7) Inspection and Acceptance (8) Past Performance (9) Payment (17) Closeout (18)	*1, 3, 4, 5, 7, 8, 9, 17, and 18	40	16 Hours of Maintenance Training Every two Years
Level III	One year as a Level II COR, and demonstrated competence in specified duties	Completion of Level II maintenance OJT in: Government Property (2) Administering Government Property (6) Contract Modification (10) Options (11) Delays (12) Stop Work (13) Claims (14) Remedies (15) Terminations (16)	*2, 6, 10, 11, 12, 13, 14, 15, and 16	56	16 Hours of Maintenance Training Every two Years
Minimum training, competencies and OJT requirements are cumulative. To meet organizational needs, agencies may adjust or switch any of the six Level II OJT competencies without SPE approval. Level III CORs must meet all OJT competencies.  Requirements outside of Government-wide training requirements are subject to change by the SPE. *See the COR Workbook (Training Blueprints) for duty descriptions					